

## Month: April

- Clean out drawers of each station
- Email Dina the Tester Credit
- Check all service providers' licenses to make sure there are none that are expired
- Change guest care security codes
- Check Memberships/Gift Certificates about to expire
- New Goal, Scoreboard, Calendar, Bonus Disqualifier
- Check retail testers and throw out spoiled and replace with new tester
- Conduct cycle counts on inventory domains
  - Color
  - Hair Care
  - Skin Care
  - Body Care
  - Mens
  - Supplies Professional
  - Accessories
  - Travel
  - Makeup
- Mail PP envelope
- Check Keratin/Perm Stock
- Qosmedix Order
- Wet Brush Order
- Ergo Brush Order
- Intelligent Nutrients Order
- Maleluca Order
- HAMCO Order
- Invisibobble Order
- Brow Tint Order
- Guest Care Schedule
- Newsletter
- Buffer
- Team Bonus Goals to Lilla

**Bdays:**

**Anniversaries:**

**Licenses to Expire:**